Students
Distance Learning User Guide

Distance Learning Student Orientation

Main Campus

Contact Registrar's Department

Brooklyn Campus

Contact Registrar's Department

Blackboard Help

For more information on navigating Blackboard visit the On Demand Blackboard Student Learning Center at:
http://ondemand.blackboard.com/students.htm
http://help.blackboard.com/student/index.htm

Bramson ORT College e-Education Platform

Welcome to the Blackboard e-Education system -- designed to enable educational innovations everywhere by connecting student, instructors, facilitator and technology. This document is intended to give students who are new to an online learning environment a brief introduction to policies, issues and skills involved in becoming successful as an online learner.

Please follow the instructions on the following pages in order to get started. If you have further questions, you can refer to blackboard help page at http://help.blackboard.com/student/index.htm or Bramson ORT College Distance Learning Department can be reach Monday – Thursday 9:00AM to 5:00PM and on Friday 9:00AM – 3:00PM at *718-261-5800 Ext 105 or 167*.

Bramson ORT College Distance Learning Policies

Student Services

Please be aware of all the student services that are available. Bramson ORT College is interested in total education of each student. Student support programs and services are offered to help our students achieve the goals that are essential to their educational, career and personal development.

o Office of Registrar's	–	718-261-5800 Ext 641
o Bursar	–	718-261-5800 Ext 642
o Financial Aid and Scholarship	–	718-261-5800 Ext 643
o Office of Tutoring	–	718-261-5800 Ext 165
o IT and Database Department	–	718-261-5800 Ext 644
o Distance Learning Department	–	718-261-5800 Ext 105
o Career Services and Internship	–	718-261-5800 Ext 120
o Library Services	–	718-261-5800 Ext 146
o Office of the Dean	–	718-261-5800 Ext 111
o Student Services and Retention	–	718-261-5800 Ext 145

✓ You can login directly to the Distance Learning Software at http://blackboard.bramsonort.edu

✓ You are not allowed to distribute or give anyone your username and password for the Distance Learning Software "Blackboard".

✓ You are required to test your blackboard and email username and password within the first week of registration. If you are unable to login you must contact the Distance Learning Department at 718-261-5800 ext. 167 or 105.

✓ You are solely responsible for logging into the Blackboard system yourself and complete all assignments, classwork and take the course exams, no exceptions. If rule is broken you will be reported to the office of the dean for further investigation and possible consequences.

✓ Plagiarism will not be tolerated within your courses and will immediately be reported to the office of the dean in the event it occurs for further action.

✓ "I was unable to login" will not be an acceptable reason to modify a failing grade.

✓ All distance learning students have to attend a mandatory orientation seminar at the beginning of semester. Please refer to dates on the cover page of the Student Distance Learning User Guide or contact the Registrar's Office.

✓ All distance learning students are required to logon at least once a week which will be counted as your attendance.

✓ Vital to a successful online learning experience is the ability to balance your responsibilities, both within and beyond your course. Knowing how to set priorities is the key to getting the greatest benefit from your online education experience.

✓ You are required to complete your reading and assignment on a weekly basis as posted by your instructor unless instructed otherwise.

✓ You are required to participate actively in class discussions, via the discussion board.

- ✓ You are required to submit all assignment online via blackboard.

- ✓ Know and follow the Student Code of Conduct in the Bramson ORT College Student Handbook.

- ✓ You are required to check your Bramson ORT Student Email regularly (My Email Tab in Blackboard) as this will be your communication venue with your instructor. If you are unable to login you must contact the Distance Learning Department at 718-261-5800 ext. 167 or 105.

- ✓ You are required to use the assignment sending module to submit your assignments to your instructor. The Assignment Sending Module can be obtained by clicking on the specific assignment for each week. If you are unable to send your assignments please contact the Distance Learning Department at 718-261-5800 ext 167.

- ✓ The following special characters should never be used in Filename: **# % & < > = +** (No exceptions)

- ✓ Your Midterm and Final Exams are posted with a time limit. You are required to complete these exams in the allotted time frame.

- ✓ Students are responsible for keeping all backup copies of their works (preferred in a printed format).

- ✓ International students can only take one online class per semester.

- ✓ Students who receive public assistance can take only one online class per semester.

- ✓ The volume of material covered in each week is extensive. Therefore, it is strongly recommended that you complete each assignment on time.

- ✓ Last day of submitting class work, assignments and exams is the last day of semester.

- ✓ Students with valid reasons for extension must apply and approved in writing to instructor and chairman of department. All extension will have a 6 weeks deadline where the final grade will reflect a deduction for lateness.

If there are any questions or problems, students have to contact Distance Learning Coordinator at Bramson ORT College Distance Learning Department can be reach Monday – Thursday 9:00AM to 5:00PM and on Friday 9:00AM – 3:00PM at 718-261-5800 Ext 167 or 105.

I have read and understand all policies listed above:

X_____   Date:_____   Semester: _____
Student Signature

Online Class 1_____	Online Class 3_____	Online Class 5_____
Online Class 2_____	Online Class 4_____	Online Class 6_____

Distance Learning Student User Guide

KEY FOR SUCCESS

No matter how convenient or flexible online education may be look, taking a course online takes time. Whether the time you spend on course-related work is more or less than you might experience in a traditional, classroom-based course, it is still time you need to reserve and manage carefully.

Managing Time:

Students taking online classes are successful by carefully structuring what time they have available wisely. Identify what time of day or night you do your best work, and when you are able to access the Internet and your course materials. Set aside a certain time each day, or a few days during each week, to work on your course, and stick to this schedule. Be aware at the start of the course whether you are required to participate in activities at any specific times, and plan for these well ahead of time.

Strategies for managing course-related items:

- ✓ Know your deadlines. These include course deadlines as well as important events occurring elsewhere in your life while you are enrolled in the course.

- ✓ Plan ahead. If you know that your time will be consumed by a non-course-related activity during a particular week, do your course-related activities ahead of time.

- ✓ Ask for help resources, especially technological resources, and have them at hand when you are working on your coursework.

- ✓ Keep in touch with your instructor. If you do fall behind, let your instructor know immediately, and ask him/her for assistance in planning how you will catch up.

Become an "Active Learner":

In a traditional classroom, you may have sat through lectures or presentations, took some notes and waited to understand what the instructor thinks about the subject. This passive reception of information does not work well in an online environment. The subject matter will likely be presented to you in many different media, including text, still images and visuals, audio, video, and live or off-line conversations that use text or audio. You will need to become more actively involved with these materials, pulling them together in a way that makes sense to you.

To be successful in this environment, actively seek ways you can best understand the course material. Read, listen to, and watch the course materials more than once. Take notes as you do so. Interact with your instructor and classmates. Become involved in discussing and defining course topics. By creating your own definitions and models to represent the topic, or working with others to create shared definitions and models, you take ownership in the final product which can help you in understanding and internalizing the subject. Do not simply accept and memorize. Question everything, particularly if it doesn't make sense or seem to fit with what you already

Technology Requirements:

As an online student, your computer becomes your primary interface to your courses, your instructor, and your fellow students. Bramson ORT College uses Blackboard 9.0 e-Education system for it's online too. This system will allow you to use the operating system of your choice. Windows-based PC's and Macintosh systems are the most popular operating systems on personal computers. A current Web browser will be the only software requirement for accessing your course materials. Taking a distance learning class, you'll be doing a lot of work using the Internet, including reading course materials, research, and interacting with fellow students and instructors. The speed at which you connect to the Internet can affect how productive you are, how well you are able to fulfill your assignments, and how satisfied you will be with your online course experience.

BLACKBOARD LOGIN

What is my student username and password?

Your username and password is as follows:

Username: **First initial + Last Name** *(No Spaces in between)*
Password: **Last four digits of your SS #**

To login to a blackboard you have two choices.

- Go to www.bramsonort.edu and click on **Bb Link** at the top right corner to access blackboard online classes.

Queens
718.261.5800

Brooklyn
718.259.5300

Click Here!

- Or you can go to http://blackboard.bramsonort.edu/ and go directly to login page.

Have an account?

Please enter your credentials and click the **Login** button below.

Username:

Password:

Forgot Your Password?

Login

Don't have an account?

Please choose from the options below.

» View Course Catalog

» Preview as Guest

Blackboard 8   Access your Email   College Catalog   Student Portfolio   Help

You can view all previous blackboard courses by clicking this URL.

- At the login page, enter your username and password.
  Username: **First initial + Last Name** *(No Spaces in between)*
  Password: **Last four digits of your SS**

**If this does not work please contact the Distance Learning department immediately at 718-261-5800 Ext 167.**

- After entering your Username and Password, Click on the **Login Button** to Continue

BLACKBOARD OVERVIEW

To access your course, click on the course link. Each course may vary in colors, titles, and content however you will navigate each course the same way. After entering a course, you will always see the "Course Announcements". Always read these messages from your instructor carefully. Also, note the navigation links on the left side of the screen (Assignments, Syllabus, My Grades, etc.). You can move around within the course by clicking on these links.

For more information on navigating Blackboard visit the On Demand Blackboard Student Learning Center at http://ondemand.blackboard.com/students.htm

Also see the Blackboard Student User Manual at: http://help.blackboard.com/student/index.htm. The Student User Manual can also be found under "tools" in Blackboard.
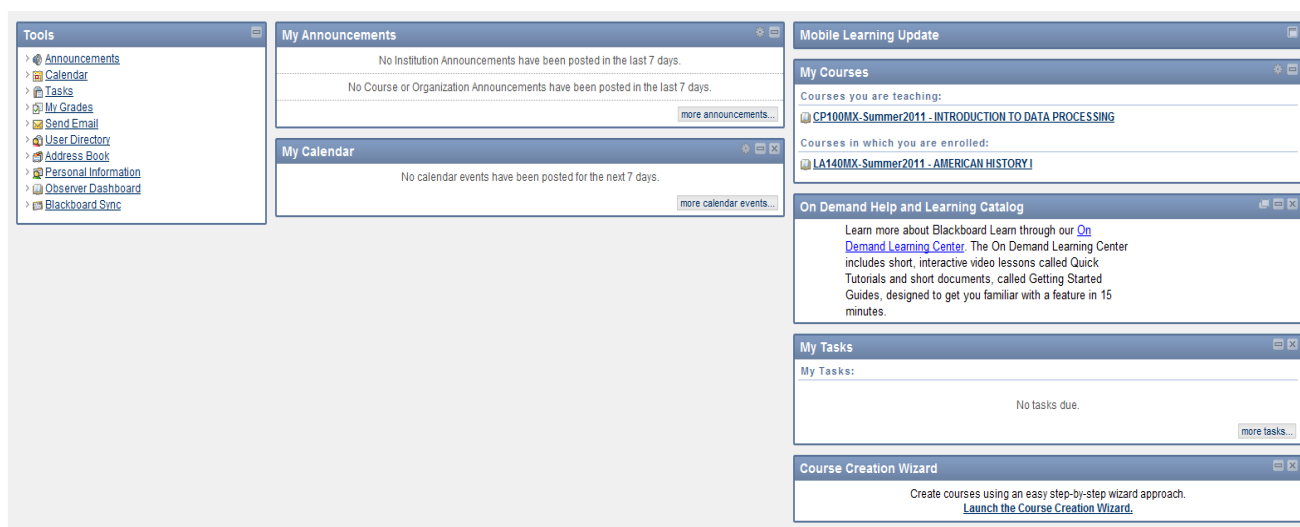
- Once you login to blackboard you will see a listing of courses you are registered for on the mid-right, **Please double check** to make sure that the courses on your **student schedule** matches the ones listed in the **My Courses** tab.
 **Notice:** It is ok to have previous semester courses on this listing.

NOTE: *You **must login** to each course at least **once a week** (does not matter what time of the day or what day of the week it is!) in order for*

attendance *to count.*

- In order to login to a course to get started with the class lectures, assignment and discussion you must click on the link of that course from the My Courses listing.

- Once you are logged in to the course, you can click on the links in the left frame to get started with:
    - **Announcements**
    - **Instructor**
    - **Course Outline**
    - **Textbooks**
    - **Lectures**
    - **Assignments**
    - **Discussion Board**
    - **Tools**
    - **My Grades**

- If you have any questions please fill free to contact your instructor.

ANNOUNCEMENTS

After logging into Blackboard, on your homepage you should be able to see "My Announcements"
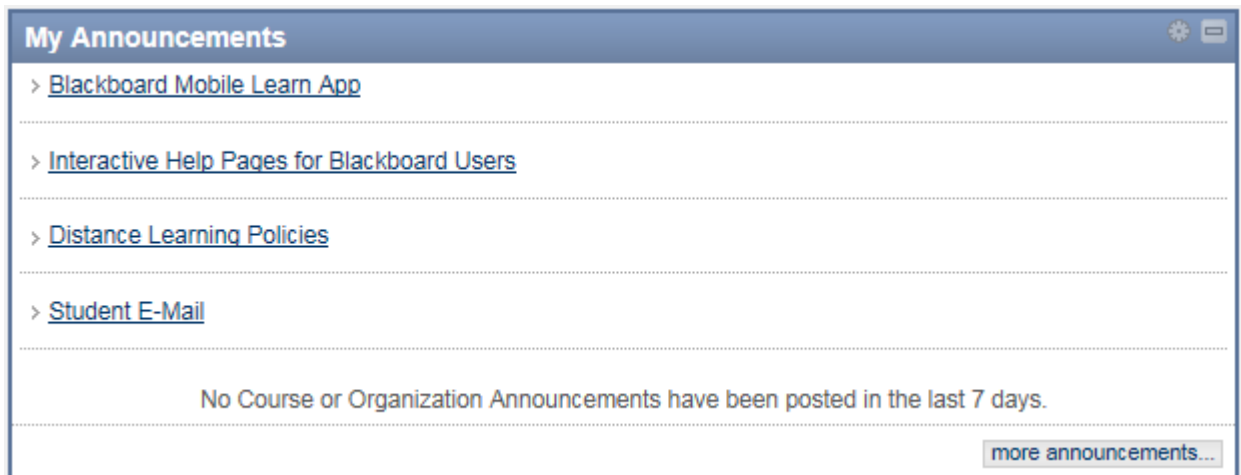
The announcements display is an alternate way for instructors to keep each student updated with the course on a daily or weekly basis.

Announcements

Assessment Posted
Posted on: Monday, May 9, 2011

The following Test has been made available in Assignments: BM183MX FINAL - LABOR MANAGEMENT RELATIONS DUE May 17th, 2011.

Posted by:
Blackboard Administrator
Posted to: BM183MX-
Summer2011 - LABOR
MANAGEMENT RELATIONS

Assessment Posted
Posted on: Thursday, March 24, 2011

The following Test has been made available in MIDTERM March 22, 2011: MIDTERM MARCH 22, 2011.

Posted by:
Blackboard Administrator
Posted to: BM183MX-
Summer2011 - LABOR
MANAGEMENT RELATIONS

Final posted on blackboard. DUE MAY 17, 2011
Posted on: Monday, May 9, 2011

Hi all,
The Final is now posted in "assignments" on blackboard. You must submit it by May 17th, 2011.

Good Luck!
Ms. Lilloo
clilloo@bramsonort.edu

Posted by:
Blackboard Administrator
Posted to: BM183MX-
Summer2011 - LABOR
MANAGEMENT RELATIONS

My Announcements also notifies you of the latest updated announcements any one of your instructors has posted on each individual class.

DISCUSSION BOARD

The Discussion Board, a forum in which students and their Instructor are to discuss any work related topics that have to do with each individual class. Often an instructor would post a discussion question that requires you to give feedback. Your feedback will be counted as class participation toward the final grade.
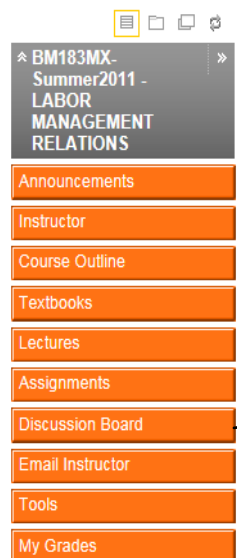
Discussion Board

Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. More Help

Create Forum

No items found.

2. Click here to create a Forum.

1. Click here to access the Discussion Board

Click here to access your Bramson ORT Email

BM183MX-Summer2011 - LABOR MANAGEMENT RELATIONS

Announcements
Instructor
Course Outline
Textbooks
Lectures
Assignments
Discussion Board
Email Instructor
Tools
My Grades

QUESTION: **What is a forum?**
ANSWER: A **forum**, or **message board**, is an online discussion site where people can hold conversations in the form of posted messages. Forums have a specific set of jargon associated with them; e.g. a single conversation is called a "thread."

A forum is hierarchical or tree-like in structure: a forum can contain a number of sub forums, each of which may have several topics. Within a forum's topic, each new discussion started is called a thread, and can be replied to by as many people as wish to.

INSTRUCTOR INFORMATION

To find out more information on your instructor, click on the Instructor button as shown below.
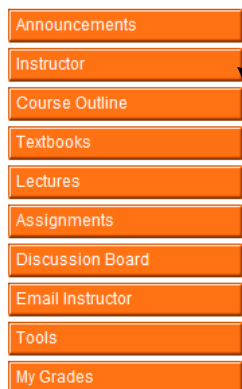
Click here to access your instructor's contact information; it should look like the example shown above.

REQUIRED TEXTBOOKS

In each course, a textbook may be required upon the course or instructors request.
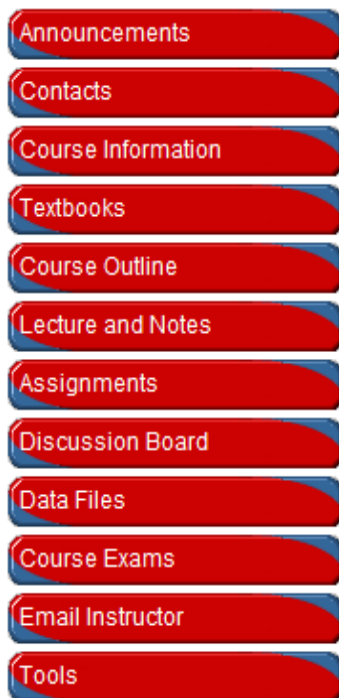
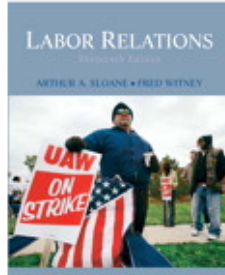**Click here to get your textbook information for your course.**

Down below is an example of what the required textbook page for each course should look like.

Textbooks

Labor Relations, 13/E by Arthur A Sloane and Fred Witney
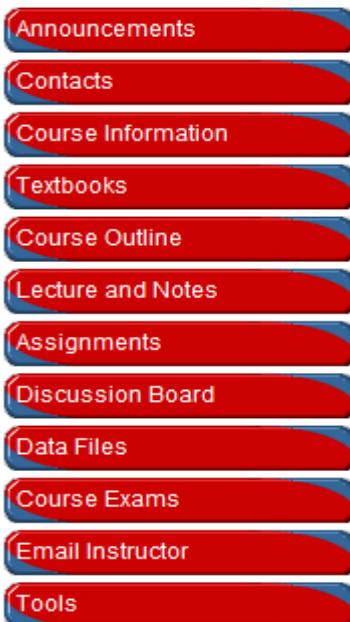
LABOR RELATIONS

Labor Relations, 13/E by Arthur A Sloane and Fred Witney

ISBN-10: 0136077188
ISBN-13: 9780136077183
Publisher: Prentice Hall
Copyright: 2010
Format: Cloth; 480 pp
Published: 02/02/2009

You may purchase text books in the Bursar's office, at the main campus of Bramson ORT College in Forest Hills.

COURSE OUTLINE

Each course carries an outline, provided and designed by each individual instructor.

Announcements
Contacts
Course Information
Textbooks
Course Outline
Lecture and Notes
Assignments
Discussion Board
Data Files
Course Exams
Email Instructor
Tools

Click here to view the course outline.

Your Course Outline will explain what your instructor expects of each student, your assignments and discussions, etc.

BM183 Syllabus
Attached Files: BM183 - Labor Management RelationsFall2010.docx (16.649 KB)

COURSE SYLLABUS

SPRING 2011 – BM183 Labor-Management Relations

DEPARTMENT: Business Administration

COURSE NUMBER and TITLE: BM 183 Labor-Management Relations

CREDITS: 3   CLASS HOURS: 45   LABORATORY HOURS: 0

PREREQUISITE(S): BM70

SEMESTER OFFERED: Fall and Spring

TEXTBOOK:
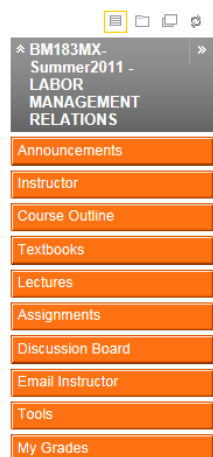
Title: Labor Relations (13th Ed)

Author: Arthur A. Sloane and Fred Witney

COURSE DESCRIPTION: This course provides the student with an understanding of labor relations and histories in the hospitality industry. The student will acquire the skills and knowledge through the study of prior case histories, on the job incidents and individual actions relating to the various unions and their dealings with management in general in this field of study. The student will acquire this knowledge through the analysis of these individual experiences in the hospitality industry and relate them to current situations within the field.

COURSE OBJECTIVES: The objectives of this course are to provide the students' with knowledge and skills related to the hospitality industry and the various negotiations between management and labor unions in defining the work responsibilities and variety of tasks performed by the laborers in this field of study. Students will acquire the knowledge about the changing structure of work within this field and how it relates to the workforce. Students will acquire the knowledge to understand how to re-solve labor problems, negotiate, utilize bargaining power and define the bargaining structure. Students will understand and acquire the skills and knowledge related to cognition, motivation, personality and feelings related to the labor problem and the fundamental assumptions of human resources and industrial relations.

LECTURES, LESSONS, NOTES

To view lecture notes, just simply follow the steps in the images below.

You may also download each individual chapter as a file, provided that the instructor allows it.

Lesson 1 - READ CHAPTER 1

Lesson 1. Introduction to Organized Labor and the Management Community
Attached Files: 📄 Powerpoint slides for Lesson 1 (423.5 KB)

Click here to download file.

Summary:

Despite continuing management enmity, unionism has shown absolutely no tendency to retreat. Over five times as many workers are union members today as was the case in 1932, and the labor union seems to be very much here to stay. Indeed, union strength is highly concentrated in areas that are strategic to our economy and thus labor has an influence that is actually understated by simple membership totals.

The fast-growing white collar sector, however, has been relatively unreceptive to unions. Several reasons involving union imagery, weak union leadership, and certain unique general white collar characteristics that might work against unionization in any event are probably responsible for this. On the other hand, there are also grounds for union optimism here. Highly visible union successes in increasing blue collar wages may attract white collar workers. So, too, might the advent to unionism of governmental employees, in the process weakening the traditional association of organized labor with manual work. Improved prospects for more able labor leadership and the increasingly less enviable atmosphere in which many white collar employees work may also help unions organize in the white collar sector. From the union viewpoint, cases for both pessimism and optimism can be erected.
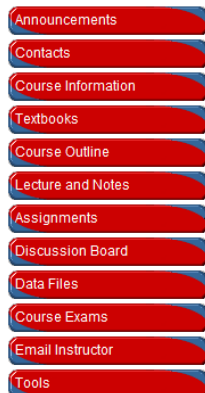
The many workers who *have* joined unions would appear to have done so because of a broad network of needs on their part. Of these, the needs for safety, social affiliation, and to a lesser extent, self-esteem, appear to be of primary importance to employees in contemporary America. Similarly, the management resistance to union inroads is *also* derived from a wide array of specific causes, even though the desire to retain decision-making authority in managerial hands lies at the heart of most of them.

In the governmental employee sector, the considerable recent union penetration appears to have stemmed primarily from favorable legal developments, from the public servant's increasing unhappiness as remuneration packages have fallen farther and farther behind that of private employment, and from the general collective action spirit of the times. Controversy continues as to whether public servants should be allowed the strike weapon, with increasing support for granting it to many of them (policemen and firemen not included) under certain conditions. More ominous tidings for public sector unionism, however, now seem to lie in the general taxpayers' revolt and its corollary messages that "labor peace" at any price is no longer acceptable to the electorate, and that public officials can perhaps fare well with the voters by standing up to unions.

In overview, chapter 1 also touches upon the general progress made in the union-management relationship in the relatively recent past, and the vulnerability of this relationship (despite the progress) to governmental control because of the increasingly high level of public expectation concerning collective bargaining.

VIEWING & SUBMITTING ASSIGNMENTS

Each course has an assignment button. You may view your assignments by clicking on this button and viewing each home work and/or assignment that was assigned by the instructor.

Announcements
Contacts
Course Information
Textbooks
Course Outline
Lecture and Notes
Assignments
Discussion Board
Data Files
Course Exams
Email Instructor
Tools

Week 1. - Assignment

Instructions to Complete Week 1 Assignments

Click on the link above (Week 1. - Assignment) to submit your the assignment

Due Date: June 9th 2011

1) Please participate in the discussion board question. Introduce yourself to the class and your classmates!

2) Read the following pages from the Microsoft Office 2010 Textbook Chapter 1 (Unit A) Getting Started with Windows 7 Pages 1-19.

3) Download and review the lecture (Power Point file), view information videos, download and study class notes for Week 1.

4) Complete the following assignments for Week 1.
   A) Complete the label the elements of the Windows 7 window shown in Figure A-22 - Page 20.
   B) Complete the matching exercise questions 8-14 Page 20.
   C) Complete the multiple choice questions 15-21 Page 20-21.

5) Item number 4 above is to be completed in a word document, labeled with you name and assignment number and submitted by clicking on the link above (Week 1. - Assignment)

Good Luck!

Click here to get to the assignments page.

To send homework or assignments to the instructor, first you must go into the assignment.

Assignments

Week 1. - Assignment

Click here to go into assignment.

Instructions to Complete Week 1 Assignments

Due Date: June 9th 2011

1) Please participate in the discussion board question. Introduce yourself to the class and your classmates!

2) Read the following pages from the Microsoft Office 2010 Textbook Chapter 1 (Unit A) Getting Started with Windows 7 Pages 1-19.

3) Download and review the lecture (Power Point file), view information videos, download and study class notes for Week 1.

4) Complete the following assignments for Week 1.
   A) Complete the label the elements of the Windows 7 window shown in Figure A-22 - Page 20.
   B) Complete the matching exercise questions 8-14 Page 20.
   C) Complete the multiple choice questions 15-21 Page 20-21.

5) These assignment are to be completed in a word document, labeled with you name and assignment number and submitted via Digital Drop Box or Email Directly to dpersaud@bramsonort.edu.

Good Luck!

VIEWING & SUBMITTING ASSIGNMENTS CONTINUED...

1. You will be redirected to a submission form.
2. You can either do the homework on the form or submit the homework as a word document and attach it as a file.
3. When doing homework, please make sure you leave your full name as enrolled into the class.
4. Enter any comments you would like to convey to your instructor concerning this file in the comment box and click **Submit button**.

1.	Assignment Information	
	Name:	Week 1. - Assignment
	Instructions	You are previewing the assignment - your submission will not be saved.
	Due Date	June 9, 2011 5:00:00 PM EDT
	Points Possible	0

2. Assignment Materials

Submission

Text Editor is: ON

1. In this empty space you may type in the answers to your homework.

2. Click here to find the file on your computer and attach.

Path: body

Attach File   Browse My Computer   Browse Course

3. Click here to submit your assignment to the instructor.

5. Your file will be sent to the instructor.

Submit

STUDENT EMAIL

Each student has an email address created upon registration.

To login to your email you have two choices.

1. Your Bramson ORT College Email Address
   First initial + Lastname@bramsonort.edu
   (e.g. Brad Smith email would be <u>bsmith@bramsonort.edu</u>)

2. **Instructions for logging into your Bramson ORT College email box**.

   Click on the Email button from Blackboard or browse directly to http://email.bramsonort.edu

   At the login page enter the following:
   Username: First initial + Last Name (No Spaces in between)
   Password: First two letter of First Name + Last six digits of your Student ID Number.

   EXAMPLE:

   Student Name: Brad Smith   Student ID: 123456789

   Username: bsmith
   Password: br456789

3. On the blackboard screen click on URL Image as shown below:

- At the login page, enter your username and password.
  Username: **First initial + Last Name** *(No Spaces in between)*
  Password: **First two letter of First Name + Last six digits of your SS #**

- Or go to www.bramsonort.edu and click on quick links and then student email login.

Click Here!